

ADVISORY COMMITTEE MEETING
OCTOBER 26, 2005

Attending:

Bret Campbell – Teton Co. FPD	Doug Brown – ID Fire Chiefs Assoc
Dean Ellis- IF (Career Depts)	Robert Tyler – Sandpoint (Combination)
David Davis – Rexburg Fire	Bob Maines – Northern Lakes (NIC)
Shannon Crays - Emmett (Vol)	David Stonhill – INL (Industrial)
Steve Donahue – Star (BSU)	Richard Mallard – INL Fire Dept
Ann Stephens - PTE	Don Gardner – Orofino (for Mike Lee)
Colin Bonner – ISP (for Bill Reese)	Jerry Settle – PTE - EST
Roy Peckham – (For Kurt Houston)	Jerry Schroeder – Program Manager
Brad Michaelson- EMS Bureau	Burton Waite - EST
Mark Grimes – Buhl (CSI)	Lonnie Dyer - EST

Members absent: Mark Larson, Jerry Russell

1. INTRODUCTIONS

The members were introduced.

2. APPROVAL OF MINUTES OF CONFERENCE CALL

Minutes of the organizational conference call were approved.

3. CLARIFICATION OF CURRICULUM APPROVAL PROCESS

Ann Stephens reviewed the curriculum approval process. She explained the State Board has delegated the approval of curriculum to the Division of Professional Technical Education.

4. ELECTION OF COMMITTEE CHAIR AND VICE-CHAIR

New Committee Chair – Shannon Crays

Vice Committee Chair - David Stonhill

Nominations were made and seconded and the above were elected.

5. SUB-COMMITTEES AND ASSIGNMENTS

The need for sub-committees to focus on specific areas of concern was discussed.

Motion was made and seconded to establish Curricula and Certification subcommittees.

The motion further stated there would be three to five members on the committees. Motion carried. Volunteers were called for to serve on both committees.

The Curricula Subcommittee will consist of Robert Tyler, Colin Bonner for Bill Reese, Dean Ellis, and Mark Grimes. Dean Ellis volunteered to be chair.

The Certification Subcommittee will consist of Dave Davis, Bret Campbell, David Stonhill, and Bob Maines. Dave Davis volunteered to be the chair.

Jerry Schroeder will contact the subcommittees via email to facilitate a discussion of topics and develop an agenda for first the meeting.

6. REPORT ON PROJECTS

Burton Waite reported on the progress made in developing a new Emergency Services Training database to track training and certifications. The new database will allow departments to submit Course Requests online. Instructors will be able to complete and submit Course Rosters online as well. The new system will eliminate duplicate data entries which will speed up the process and allow EST to provide better service to our customers.

Jerry Settle reported the number of candidates testing for certification has grown about thirty per cent compared with a year ago. We recently added Driver/Operator—Pumper Certification and began delivering D/O-P certification tests about six months ago. Pocatello Fire Department became our newest participating entity when they recently began testing their firefighters for FF-1 certification.

Jerry Schroeder reported EST had recently cooperated with Eastern Idaho Fire Chiefs to sponsor a very successful initial offering of the Eastern Idaho Fire Chief's Academy.

EST is currently working with the Clearwater County Fire Chiefs to organize the initial offering of the Clearwater Fire Academy. They have firmed up about 6 classes to be held during March in Orofino.

EST utilized curriculum development money from the Division of Professional-Technical Education to revise our Hazardous Materials Awareness and Basic Decontamination curricula. We also developed a forty-hour Chemistry for Emergency Responders class.

EST is looking for curricula to upgrade our Extrication curricula to address the latest restraint technology. We would like to develop an Extrication Technician curriculum that will go beyond the basic Awareness/Operations Level Extrication into more specialized areas.

We are seeing success with the coordination of training amongst the various training cooperators that we deal with like BHS, IEM, and the EMS Bureau. We are working on coordinating training calendars and eliminating the competing training events in local areas.

We now have Regional Lending Libraries of videos and CDs established in all six college service areas.

Lonnie Dyer reported he is working on our annual Instructor Conference to be held November 18-20, 2005 in Coeur d'Alene. We have a good slate of courses. We have 50 students registered so far.

7. DEFINE INSTRUCTOR QUALIFICATION PROCESSES

a. Establish instructor level prerequisites for courses

EST has established Instructor level prerequisites for certain courses where student safety is a significant concern or where a certain level of experience is required for the instructor to be credible. Each member of the EST Advisory Council was asked to complete a course survey by indicating which level of instructor would be required to teach each class. Steve Donahue offered to receive these surveys and tabulate the results.

b. Mentoring system to assure instructor's competency

The mentoring process used by EST to qualify instructors in lieu of a train-the-trainer was discussed. It gives us a credible process to qualify additional instructors. It also gives us the ability to be responsive to individual instructor needs. It was agreed by the committee that mentoring was a good process to continue and there were good experiences shared about mentoring.

c. Field "peer-review" audit of instructors

The need for field audits of instructors was discussed. EST staff members do not often have an opportunity to conduct field audits of instructors. A "peer-review" process seems to be the most viable at the present time. Committee members were asked to solicit input from their constituency about how such a program could best be instituted. Possible approaches to peer-reviews will be discussed at the next meeting.

7. POLICY: FUNDING FOR TRAINING FOR ALL DEPARTMENTS

The minimum suggested training level for emergency responders established by the Idaho Fire Chiefs Association was discussed. EST proposed to fund training costs for FFI, Haz Mat Operations, Basic Wildland FF, and Extrication Operations. Flashover Survival and Live Fire Training were added to the list by the Advisory Committee. There will be some funding for other programs based on available funds. Ann Stephens pointed out we need to have and budget implications worked out before they develop the new budget in the spring of 06.

8. NEXT YEAR'S INSTRUCTOR CONFERENCE

Changes for next year's Instructor Conference were discussed.

- Switching to multiple mini-conferences held around the state was discussed.
- Piggy backing with other conferences and academies was suggested.
- Hosting T-t-Ts as needed, targeted to the need and location was also discussed.

EST will research costs and report back at the next meeting.

9. WEB-BASED TRAINING

Mark Grimes discussed web-based training he is using for his personnel. He asked if his people could get credit for the online training they complete. Other committee members agreed we need to look at alternatives to "all-classroom" deliveries of training. One challenge that was identified was obtaining documentation of online training learning objectives and evaluations processes. More research of available options is needed in this area.

10. DECLINING INSTRUCTOR "VOLUNTEERISM"

EST has noted a decline in the numbers of instructors who volunteer their time to deliver training. Without the help of many volunteer instructors, EST would not be able to reach nearly as many students each year as they do. Part of the problem is the Fair Labor Standards ACT that requires payment for work outside the normal workday. It was decided to explore working with the Idaho Fire Chiefs to build regional training teams to assist with training efforts. The idea of recognizing an "Instructor of the Year" was also discussed.

11. LEARNING OUTCOMES ASSESSMENT FOR ALL TRAINING

EST is trying to improve the quality of its training programs and one way that is being considered is the implementation of learning outcomes assessment for all training.

The consensus of the group was to support learning assessment in all training deliveries.

12. POLICY ADDRESSING CERTIFICATION TESTING “NO SHOWS”

The problem of “no-shows” at certification testing was discussed. Valuable time and resources to provide testing opportunities are being wasted. A motion was made to establish a policy that a “no-show” equals a failed attempt and a forfeiture of that testing opportunity. Any additional test attempts would require payment of a retest fee. Motion seconded and passed.

13. NEXT MEETING TIME - Next meeting will be a conference call on Wednesday, January 18, 2006 at 9:00 AM MST.